

# Operating Instructions Manually-Operated Window Shades by Draper

## Spring Operated Window Shades

### Operating Instructions

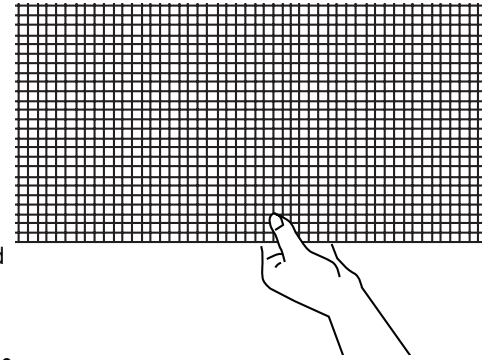
**To lower** the window shade, grasp the center of the slat, or the pull cord, and pull down. *Hesitate*—then allow screen to retract *very slowly* until it locks in place.

**To raise** the window shade, grasp the center of the slat, or the pull cord, pull screen down and, while holding, allow for slow retraction into the raised position to reduce risk of injury from falling shade.

**⚠ CAUTION:** Do not allow the shade roller to become exposed by pulling the shade fabric too far down.

### Spring Tensioning Instructions

- 1 Clamp the flat spear on the left end of the roller securely (a pair of visegrip locking pliers works well) and rotate clockwise 15 turns. Take care not to allow the pliers to slip as tension increases.
- 2 Once the desired amount of rotations have been added, stop the rotation of the slotted end in a vertical position. The vertical position must be maintained to lock the mechanism.
- 3 Release a small amount of pressure off the roller and allow it to rotate very slowly (less than 180 degrees of rotation will be necessary). This will allow the spring mechanism to lock into position.



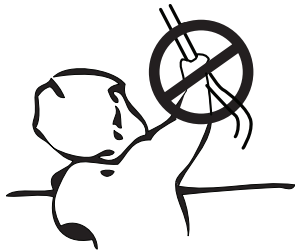
## Bead Chain Operated Window Shades

### Operating Instructions

**To lower** the window shade, grasp the bead chain length closest to the wall and pull downward.

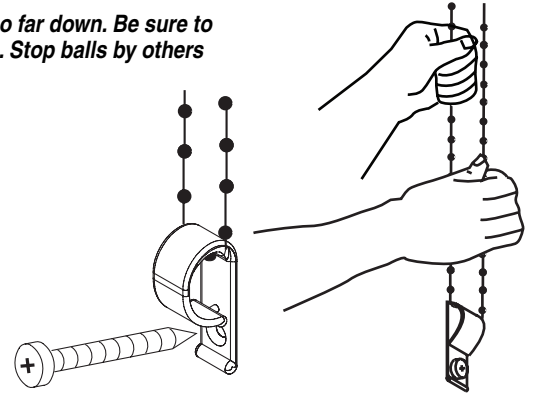
**To raise** the window shade, grasp the bead chain length furthest from the wall and pull downward.

**⚠ CAUTION:** Do not allow the shade roller to become exposed by running the shade fabric too far down. Be sure to use the stop balls provided in hardware packet by Draper to set the up and down travel limits. Stop balls by others may be too small, and become lodged in the clutch mechanism.



### ⚠ Warning For the Safety of Young Children

Be certain to install cord tension device to wall, jamb or sill using appropriate fasteners. Proper installation of cord tension device keeps loops from being easily accessible. If bead chain is not secured with cord tension device, young children can STRANGLE in bead chain loops. In any case, **clutch-operated shades should not be installed near cribs or playpens.**



## Crank Operated Window Shades

### Operating Instructions

**To lower** the window shade, rotate the crank handle in a counter-clockwise direction.

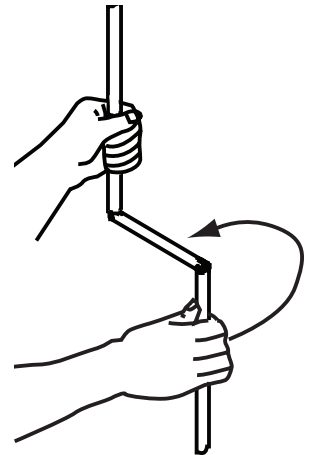
**To raise** the window shade, rotate the crank handle in a clockwise direction.

**⚠ CAUTION:** Do not allow the shade roller to become exposed by running the shade fabric too far down.

### Cleaning and Maintenance (all of the above)

Window covering products manufactured by Draper, when properly installed, should require no operational maintenance or lubrication.

Most of Draper's standard fabrics may be cleaned at the window by vacuuming with a soft brush attachment. They may also be cleaned by using a sponge or soft cloth and mild solution of warm soapy water. A dishwashing liquid, such as Ivory liquid, is recommended. A clean dry cloth is recommended for the metal finish. **Exceptions are Flocké, Roc-Rol, Obion and Phifer SW7000 fabrics, which must be cleaned with a dry art sponge.**



If you encounter any difficulties operating your shades, call your dealer or Draper, Inc. in Spiceland, Indiana, 765-987-7999, or fax 765-987-7142.

# DRAPER®

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